



# MUHAMMED RIYAS

## PROFILE

Hold a degree in Bachelor of Commerce (B.Com).

Strong knowledge and experience in international Software Peachtree, Tally ERP and Quick Books & other customized accounting Software & MS-Office, Internet.

Having basic knowledge of Accounting Structure of FIFO, LIFO and Bin card.

Friendly, enthusiastic and committed team player.

A Quick learner and uses initiative to meet and resolve challenges

## CONTACT

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## OBJECTIVE

To seek a responsible and challenging position within a reputed organization in the field of Accounts and invest all my professional skills, qualifications and experience to the optimum level to facilitate continued career growth and to produce best results for the organization

## RESPONSIBILITIES - ACCOUNTANT

- Prepare Accounts/Financials for the Company Up to Finalization.
- Manage Account assistance for preparing and maintaining budgeting & Forecasting.
- Prepare Payroll sheet
- Prepare Separate Report on Accounts Payable and Receivable.
- Preparing and Proper filing of Tax Invoices.
- Periodical Preparation of Inter-Company Reconciliation.
- Reconciliation of Bank Accounts and Petty Cash.
- Monthly Provisions for Depreciation for Fixed Assets, Prepaid Expenses, Gratuity and Other.
- Employee Benefits.
- Timely follow up for due payments from customers through various ways.
- Proper Scheduling of Settlement of Suppliers Accounts and Other Office Bills & Dues.
- Ensure follow up of international standard accounts principle.
- Analyzing Monthly Report of the firm by preparing Monthly Profit & Loss A/c and Report to the Accounts Manager.
- Preparing Local Purchase Order to Suppliers for the Procurement if at all needed.
- Comparison with past, present and budgetary performance of the company and Report on
- Periodical variances to the Management.
- Coordinate with statutory/government bodies for tax related purpose (VAT filing)
- Analyze Quarterly, Half Yearly and Annually Company Accounts and Reports.

## PERSONAL INFORMATION

Martial status : Single  
Date of birth : 06-03-1997  
Nationality : Indian  
Passport No : 8533953

- Monitored and Recorded Company Expenses and Incomes
- Cost Allocation Among Inter-Companies.
- Train new assistant accounts.
- Track stocks of office supplies and place orders when necessary.
- Submit timely Reports and Management Information System.
- Assisting the Auditor in the Auditing Process.

## PROFESSIONAL ACHIEVEMENTS

- Working as an Accountant in JAMIA SA-ADIYA ARABIYA Institution, India 2 Year
- Working as an Accountant in ATT (Accounts Taxation & Training), Kasaragod, India 10 Months

## ACADEMIC QUALIFICATION

- Bachelor of Commerce B com (KANNUR UNIVERSITY)
- Diploma in Indian and Foreign Accounting

## SKILLS

- Accounting packages – Tally ERP, Peachtree, Quick Books and Tradeasy
- Proficiency in MS Excel, MS Word & MS Office.
- English and Malayalam (Fluent)
- Arabic & Hindi Can Read and Write